

DESCRIPTION OF THE COLLEGE

GENERAL INFORMATION		
Course Holder	Dr.sc. Marija Kovačević	
Name of the College	Administrative Procedure and Administrative Dispute	
Study program	Professional Undergraduate Study of Finance and Business Law	
Status of the College	Required	
Code	UPUS-20	
Year	Year 3	
Point value and method of teaching	ECTS Student Workload Coefficient	6
	Number of hours (P+V)	45+15

DESCRIPTION OF THE COLLEGE
1.1. <i>Objectives of the course</i>
<i>The aim of this course is to introduce students and transfer knowledge about administrative and legal concepts and institutes, and to develop the ability of students to acquire knowledge and skills in dealing with administrative and misdemeanor cases. Students will be acquainted with the content of legal provisions for the practical application of administrative and misdemeanor law and for the purpose of making a correct and lawful decision in specific cases. The acquired knowledge will help them to gradually master and compose submissions on their own, make decisions and conclusions, write appeals and objections, and generally acts adopted by public law bodies in administrative proceedings, as well as submissions by which parties address public law bodies (applications, requests, appeals, etc.).</i>
1.2. <i>Requirements for enrolment in the course</i>

1.3. Expected learning outcomes for the course		
Students should be able to: 1. Interpret the general concepts of administrative procedure and the rules on substantive and territorial jurisdiction 2. Interpret the elements of the first and second instance administrative procedure 3. Describe the resolution of the administrative matter 4. Explain the remedies and enforcement procedure 5. Analyze the elements of an administrative contract 6. Analyze the content of an administrative dispute and the basic characteristics of misdemeanor law		
1.4. The content of the course		
1. Introduction – general rules of administrative procedure and jurisdiction 2. Official Person and Legal Assistance in Administrative Matters 3. Participation of the parties in the proceedings 4. Initiation and course of proceedings and procedure for resolving administrative matters 5. Proving 6. Actions in administrative proceedings, deadlines and notification 7. Resolving an administrative matter – decision-making in administrative proceedings 8. Remedies 9. Execution 10. Administrative contract 11. Administrative dispute – basic characteristics 12. Administrative dispute – the course of the procedure 13. Misdemeanour proceedings – basic characteristics		
1.5. Types of teaching (put X)	☒ Lectures ☐ Seminars and workshops ☒ Exercises ☐ Distance education	☐ Independent tasks ☐ Multimedia & Network ☐ Laboratory ☐ mentoring work ☐ ostalo _____

				☐ Field Teaching			
1.6. Obligations of students							
Student obligations are prescribed in detail by the Statute, the Study Regulations and the Instructions on Student Obligations. The key obligations of students are: ATTENDANCE AT CLASSES: students are obliged to attend classes, actively follow lectures and exercises and participate constructively in classes, and in order to acquire the right to take the exam, it is necessary to attend classes in the percentages prescribed by the Study Regulations. For each student, their presence in class is recorded through the Infoeduka digital office system. The minimum obligations are: • Full-time students must attend at least 70% of the total number of classes to be eligible to sign. • Part-time students need to attend at least 50% of the total number of teaching hours to be eligible to sign. EXAM: in order to achieve a positive grade in a subject, it is necessary to achieve at least 54 points in the subject, but also at least 50% of points for each learning outcome. The method of taking the exam is described in more detail in the item Assessment and evaluation of students' work during classes and at the final exam. <i>*CONTINUOUS ASSESSMENT OF KNOWLEDGE: For more efficient progress of students in teaching, continuous examinations (2 intermediate exams) are carried out. In this way, students acquire smaller teaching units and master the subject material more easily.</i> <i>**FINAL EXAM – a student who did not meet the conditions for passing the exam during the continuous examination (achieved a total of at least 54 points in the course and met the lower point threshold for the acquisition of each learning outcome, i.e. at least 50% of the points of each learning outcome), may take the learning outcomes of the course at the final exam.</i>							
1.7. Monitoring of student work (add X with the appropriate form of monitoring)							
Attendance	X	Teaching activity		Term paper		Experimental work	
Written exam	X	Oral exam		Essay		Research	
Design		Continuous assessment of knowledge		Paper		Practical work	
Portfolio							
1.8. Assessment and evaluation of students' work during classes and at the final exam							
Assessment and evaluation of students' work during classes and at the final exam is carried out on the basis of the Study Regulations of the EFFECTUS University of Applied Sciences.							

Allocation of points according to the forms of student work monitoring:

	Attendance	Written exam	Design	Practical work	Total
I1		16			16
I2		16			16
I3		16			16
I4		16			16
I5		16			16
I6		16			16
OUT OF THE BOX	4				4
TOTAL	4	96			100

Linking learning outcomes, teaching methods and methods of assessment of knowledge:

	FORMS OF TRACKING	NAME OF LEARNING OUTCOMES	TEACHING METHOD	METHOD OF ASSESSMENT KNOWLEDGE	Maximum number of rating points	
	Written exam	OUTCOME 1 Interpret the general concepts of administrative procedure and the rules on substantive and territorial jurisdiction	Lecture	Exam in the form of an essay on a given topic	96	
			Discussion			
			Open questions			
		OUTCOME 2 Interpret the elements of the first and second instance administrative procedure	Lecture			
			Discussion			
			Open questions			
		OUTCOME 3 Describe the resolution of the administrative matter	Guided training			
			Training and feedback			
		OUTCOME 4 Explain the remedies and enforcement procedure	Lecture			
			Asking questions			
		OUTCOME 5 Analyze the elements of	Lecture			

	<i>an administrative contract</i>	<i>Discussion</i>		
	<i>OUTCOME 6 Analyze the content of an administrative dispute and the basic characteristics of misdemeanor law</i>	<i>Lecture</i>		
		<i>Discussion</i>		
		<i>Open questions</i>		
<i>Attendance</i>	<i>All outcomes</i>	<i>Lectures and exercises</i>	<i>Attendance records</i>	<i>4</i>
<i>TOTAL POINTS</i>				<i>100</i>

<i>Type of student workload</i>	<i>Hours of student workload</i>	<i>ECTS credits</i>
Attending face-to-face classes	60	2
Field trips/visits outside the college	0	0
Independent study/research	30	1
Out-of-classroom preparation and preparation of seminars/presentations	0	0
Work on an out-of-classroom project assignment	0	0
Independent preparation for exams and exam time	60	2
Consultation activities	30	1
Other	0	0
TOTAL ECTS credits	180	6

JUDGING:

In order to achieve a positive grade in the course, the student must cumulatively meet two conditions: achieve a total of at least 54 (fifty-four) points in the course and meet the lower point threshold for the adoption of each individual learning outcome, which is 50% of the total points of the learning outcomes.

Grades are calculated based on the following distribution of points:

<i>NUMBER OF POINTS</i>	<i>RATING</i>
<i>0,00 – 53,90</i>	<i>Insufficient (1)</i>
<i>54,00 – 64,90</i>	<i>Sufficient (2)</i>
<i>65,00 – 79,90</i>	<i>Good (3)</i>

80,00 – 89,90	Very Good (4)
90.00 and more	Excellent (5)

The evaluation is carried out in a transparent manner by collecting points. The course is valued with 100.00 points (with the possibility of achieving an additional 8 points on the Challenge learning outcome).

CHALLENGE LEARNING OUTCOME - through the Challenge learning outcome, the student has the opportunity to earn an additional maximum of 8 points; the student independently chooses one of the activities proposed in the first lesson, and has the option to independently propose an activity by which he wants to increase the number of points and, with the consent of the course holder, achieves them according to the criteria of the subject. Additional points can also be achieved by active participation in classes (active participation in discussion, group work, answering questions, solving practical examples from practice) and practical work (writing homework – solving practical cases and writing short essays on a given topic). Points for the Challenge learning outcome are not distributed according to the learning outcomes, but the number achieved is an additional number of points to the total number of points achieved according to the learning outcomes.

Before taking the final written exam, each student must meet the prescribed conditions, which primarily means that they have attended the % of classes determined by the Study Regulations and that they have received an electronically encrypted permission to take the exam.

1.9. Required literature and number of copies in relation to the number of students currently attending classes in the course

Title	Number of copies	Number of students
Stipić Milan, Jagić, Zdravka: Administrative Procedure, Administrative Dispute and Basic Characteristics of Misdemeanours, Zagreb, EFFECTUS University College-College of Finance and Law, 2015.Stipić Milan, Amendment to the General Administrative Procedure Act FIP journal, (7-26), EFFECTUS Entrepreneurial Studies, Zagreb 2021General Administrative Procedure Act (Official Gazette No. 47/09, 110/21)Administrative Disputes Act (Official Gazette No. 20/10, 143/12, 152/14, 94/16, 29/17, 110/21)Misdemeanour Act (Official Gazette No. 107/07, 39/13, 157/13, 110/15, 70/17, 118/18) Art.1, 15-30, 59-62, 76-77, 108-116, 121-127, 228-245.	5* *students receive compulsory literature in permanent ownership	100
Materials from the lecture	-	-

1.10. Supplementary literature

Derda Dario, General Administrative Procedure in the Republic of Croatia, Inženjerski biro d.d., Zagreb, November 2010. Dragan Medvedović, General Administrative Procedure Act - Introductory Study, Regulation of Administrative Procedure in Croatia, Text of the Act with Notes, Actual Index, Official Gazette d.d., Zagreb, 2013.

1.11. Quality monitoring methods that ensure the acquisition of output knowledge, skills and competences

- *statistical processing and analysis of exam results (checking the Gaussian curve - normal distribution of success, comparing and monitoring exam results of different generations, analysis of understanding of individual modules/questions on the exam, etc.),*
- *conducting a survey among students,*
- *evaluation and self-evaluation of teachers,*
- *achieved results, level of understanding and knowledge during the preparation of the seminar paper,*
- *the achieved results and the level of knowledge presented during the preparation and defense of the final thesis (of students who choose the graduate thesis in this subject),*
- *analysis of the reports of the head of the quality center, and*
- *Feedback from students who have already graduated about the usefulness of the content of this course in the performance of the tasks they are engaged in.*